

# LMS USER GUIDE

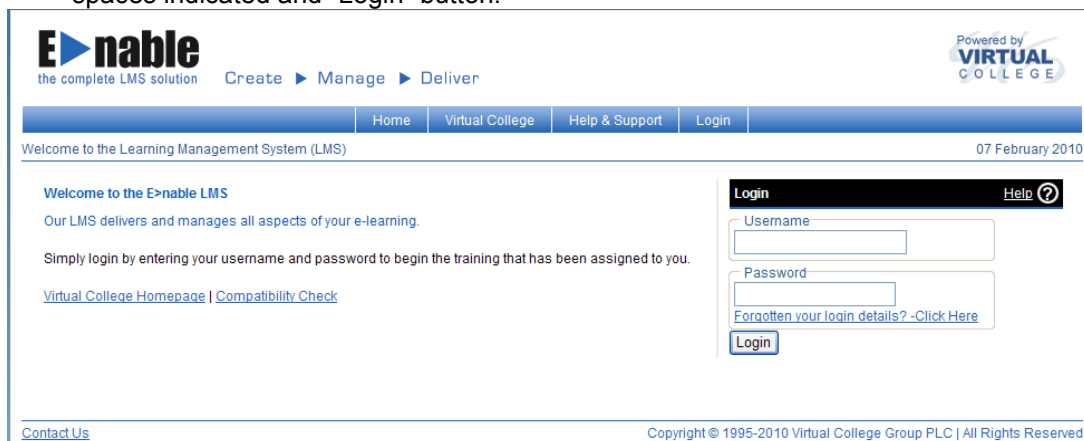
## COMPLETING AN E-LEARNING COURSE (LEARNER VIEW)

**INFORMATION** - Although a wide variety of e-Learning material can be accessed through the E>nable Learning Management System, the basic steps that a learner will need to follow are detailed in the following procedure.

- 1) Log onto the system as a learner

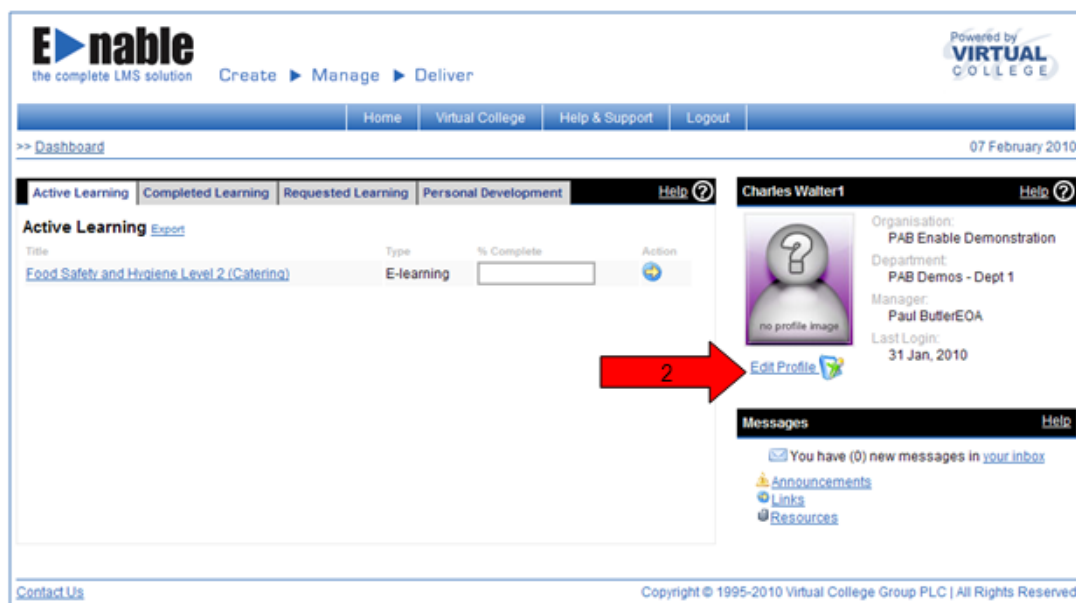
To access and undertake your training, please follow the instructions below:

- Click on the following link or alternatively go on the web and key in <http://vctms.co.uk>
- You are now ready to put your unique pre-assigned "Username" and "Password" into the spaces indicated and "Login" button.



- 2) When logging on for the first time, you should use the **Edit Profile** to ensure that your details are correct

You are then taken to the "Dashboard" of your personal training record and you will see the course(s) assigned to you on the "Active Learning" tab.



3) Amend as necessary and select a secure password that is known only to yourself

4) Select **Save**

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>> Dashboard >> Edit My Details 07 February 2010

**Charles Walter1** Help ?

Organisation: PAB Enable Demonstration  
Department: PAB Demos - Dept 1  
Manager: Paul ButlerEOA  
Last Login: 31 Jan, 2010

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Upload Profile Image -Maximum size 1MB

Mandatory fields marked with a \*

Title *	Mr
Firstname *	Charles
Initial	
Surname *	Walter
Address	Virtual College
	Marsel House, Stephenson's Way
Town	ILKLEY
Postcode *	LS298DD
County	West Yorkshire
Phone	01943 605976
Email *	practice@virtual-college.co.uk
Confirm Email *	practice@virtual-college.co.uk
New Password (if required)	*****
Confirm Password	*****

5) Select the course you wish to access

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>> Dashboard 07 February 2010

Active Learning Completed Learning Requested Learning Personal Development Help ?

**Active Learning** [Export](#)

Title	Type	% Complete	Action
<a href="#">Food Safety and Hygiene Level 2 (Catering)</a>	E-learning		

To access the course click on the course title link or the relevant action icon.

**Charles Walter** Help ?

Organisation: PAB Enable Demonstration  
Department: PAB Demos - Dept 1  
Manager: Paul ButlerEOA  
Last Login: 31 Jan, 2010

[Edit Profile](#)

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- 6) Click the relevant Action link to launch each activity, then follow the on screen instructions

In

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>> Dashboard >> Course View: Food Safety and Hygiene Level 2 (Catering)

**Course Summary: Food Safety and Hygiene Level 2 (Catering)**

Overall Progress: 10%

Course Description:  
Food Safety and Hygiene for Catering

**Course Status**

Status: Active

Last Location: [Food Hygiene and Safety for Catering](#)

Total Time Spent: 00 mins

Total Time Allowed: N/A

Deadline: N/A

**Preferences**

Audio: On

Text: On

**Course Breakdown**

Food Hygiene and Safety for Catering 10%

Title	Status	Last Accessed	Time Taken	Action
Welcome and Learning Objectives	Completed	07 February 2010	00:00:26	<a href="#">Review &gt;&gt; [+]</a>
An Introduction to Food Safety and Hygiene	Incomplete	07 February 2010	00:00:15	<a href="#">Continue &gt;&gt; [+]</a>
Impact of Food-Borne Illness	Not Attempted	N/A	N/A	<a href="#">Start &gt;&gt;</a>
Understanding Food Law	Not Attempted	N/A	N/A	<a href="#">Start &gt;&gt;</a>
Food Safety Hazards & Contamination	Not Attempted	N/A	N/A	<a href="#">Start &gt;&gt;</a>
Food Preservation, Storage and Temperature Control	Not Attempted	N/A	N/A	<a href="#">Start &gt;&gt;</a>
Personal Hygiene	Not Attempted	N/A	N/A	<a href="#">Start &gt;&gt;</a>
Hygienic Premises & Equipment	Not Attempted	N/A	N/A	<a href="#">Start &gt;&gt;</a>
HACCP and Summary	Not Attempted	N/A	N/A	<a href="#">Start &gt;&gt;</a>
Online Test	Has Prerequisites	N/A	N/A	<a href="#">View [+]</a>

In the above example, the last activity is the Online Test, which will only become accessible when all of the other activities have been completed.

- 7) To launch an evaluation click on the course title or the relevant action button

If your course includes an Evaluation, this will appear on your Active Learning Tab after you have completed all the learning material and passed the test.

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>> Dashboard 27 May 2010

**Active Learning** Completed Learning Requested Learning Personal Development Help

**Active Learning** Export

Title	Type	% Complete	Action
<a href="#">Getting the Most from E-nable</a>	In House Training	Evaluation	

To launch the evaluation click on the course title link or the relevant action icon

**Paul Acres** Help

Organisation: PAB Enable Demonstration

Department: PAB Demos - Dept 1

Manager: N/A

Last Login: 27 May, 2010

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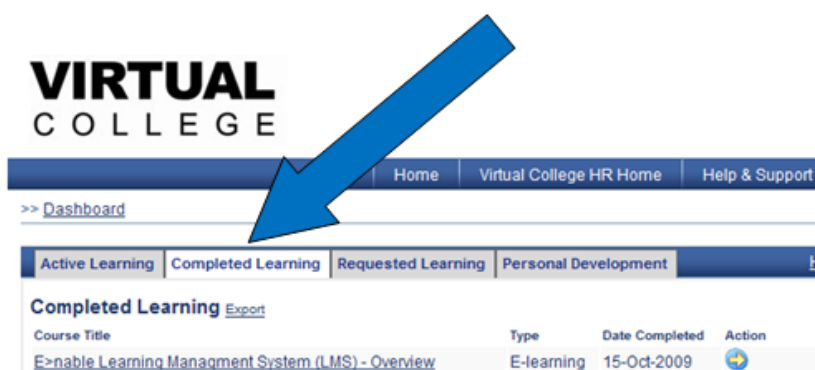
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When you have successfully completed all of the activities in a course and any accompanying evaluation, the course details will move to the completed learning area or your personal training record and you can access this using the “Completed Learning” tab on your dashboard.



If a learner printed certificate is available you can also access this from your completed learning tab

8) Select the Print Icon



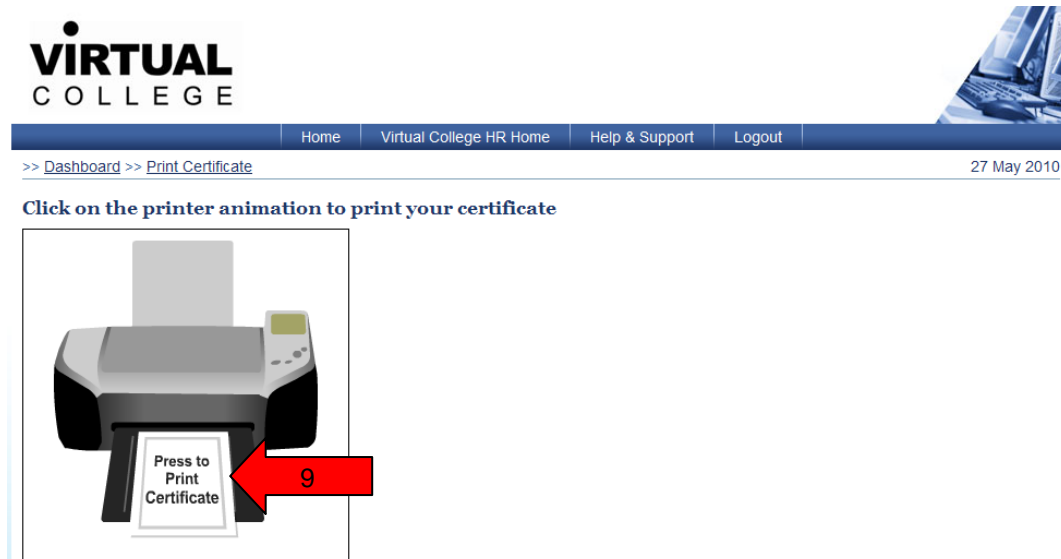
to print your own certificate

A message will appear at the top of the screen whenever there is a new certificate available for you to print

You have a certificate available to print. Please see the 'Completed Learning' tab and click the icon.



9) Select **Press to Print Certificate**



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